



Pierce County Fire District 13

4815 Wa-Tau-Ga Ave. N.E. • Browns Point, WA 98422
(253) 952-4776 • (253) 925-8889
www.piercefir13.org

**Minutes
Board of Fire Commissioners Regular Meeting
April 09, 2019**

Present: Commissioners Zuluaga, Malone and Noll, Chief McCollum and Asst. Chief Wassall.

Members of the Public and Staff: 4

Commissioner Zuluaga called the meeting to order at 9:01 AM and led all in the Pledge of Allegiance.

CONSENT AGENDA:

Minutes:

Motion- A motion was made by Commissioner Noll to approve the minutes of March 12, 2019.

Seconded: Malone

Passed

Vouchers:

*Motion-*A motion was made by Commissioner Malone to approve vouchers #14988 for a deposit in the amount of \$1,266.00 for the 2019 Trauma Grant.

Seconded: Noll

Passed

*Motion-*A motion was made by Commissioner Malone to approve vouchers #14989 for a deposit in the amount of \$1.00 for IRS Adjusted Refund.

Seconded: Noll

Passed

*Motion-*A motion was made by Commissioner Malone to approve vouchers #14990 through #15040 in the amount of \$14,661.79 for quarterly payables.

Seconded: Noll

Passed

*Motion-*A motion was made by Commissioner Noll to approve vouchers #15041 through #15081 in the amount of \$50,752.62 for monthly payables.

Seconded: Malone

Passed

CORRESPONDENCE/PUBLIC TESTIMONY:

- 1) A 'Thank You' card from Niigata Women's College. They had visited in February.

SPECIAL REPORTS AND /OR STANDING COMMITTEES:

Chief's Report

Calls: 11 total calls, 10 EMS, 2 MVA's.

Staffing and Recruiting: The district has 2 in the Buckley fire academy. Continuing to collect applications for August academy. Considering a couple of laterals to come on board.

Financial Report:

GL Trial Balance cash on hand:	117,542.37
Less 05/14/2019 expenses	- (65,414.41)
Deposits (not yet posted)	<u>0</u>
Remaining cash on hand:	52,127.96

Reserves: \$ 119,403.74	
Future deposit from DNR Mob	3,528.00

Training: Sent 3, plus chief to the West Regional EMS conference last month in Ocean Shores. Probationary FF's are continuing to work on drivers training and pumps. A/C Wassall and Capt. Szarko are headed to Leavenworth for Drager SCBA training next week. Completed two days of CPR training with another scheduled for Thursday with Tacoma's Costco.

SS911: Fire Chief McCollum states that 9-1-1 texting is in place. Community members are being asked not to text to test. The building should be going out to bid this month.

Fleet Status: E77 is in limited service, the heater core is blown and leaking. It's currently by-passed so we can use the engine, but E76 is serving as the district's primary engine at this time. U76 went into the shop to have the catalytic converters replaced which should greatly help and the mechanics are trying to figure out why the wipers stop working when it rains. A76 has a wiring problem affecting the left headlight, working on a loaner to get A76 into service.

Good of the Order: The grant with DNR has been fulfilled and the items we ordered are picked up and in service on BR76. The nozzle grant we asked for from Fire House Subs was denied last week. I believe it was because the bid did not include sales tax, therefore determined to be incomplete. I will get the bid resubmitted with the sales tax included and the freight charges clearly spelled out that they are included in the quote. We have 8 people current with their red card through the end of June. We are asking for those who are going to renew have their pack test done before May 1. We are going tomorrow to DNR to get the new information for this year. We have been working to get MAR77 ready to hit the water for training. We have recertified the Mustang PFD's and purchased 5 new Type III PFD's to replace the PFD's, which per the Coast Guard, were no longer in service. We also purchased 2 smoke signals that were recommended to be on the vessel. I have written a schedule for the upcoming academy that no one has seen yet. It will be reviewed by Chief McCollum and Captain McVay to see if this fits into everyone's schedule, here and for the drill ground in Lakewood.

Commissioner Noll asked if the volunteers were being trained to access properties within the fire district that are on steep hills and tight driveways. Assistant Chief Wassall stated that the district is constantly examining access to some tight areas within the district.

Commissioner Noll wanted to know if the ramp was clear and if the marine vessel was ready to go. The fire chiefs confirmed that the vessel is ready to go.

Commissioner Noll asked about the building painting. Assistant Chief Wassall stated that a bid received was focused on allowing the fire department to continue to work.

Commissioner Noll asked about the Brush Truck and if it was ready to get back in service. Wassall stated that he just needs to make a few minor mechanical adjustments.

Commissioner(s) Report

- 1) Commissioner Noll asked about policy for resident's living at Browns Point Fire. The chiefs clarified that a policy does exist.
- 2) Commissioner Noll reminded the Fire Commissioners about the Pierce County Fire Commissioners Meeting on April 25th at 7pm.
- 3) Commissioner Noll reminded the Fire Commissioners about the required Annual F-1 for Fire Commissioners due April 15th. Can be done online.
- 4) Commissioner Noll states that the reimb for travel is \$0.58 per mile.
- 5) Commissioner Noll signed up for a meeting on Strategic Communications in Chelan...
- 6) Commissioner Noll mentioned that it was good that we posted the Special Meeting notice on the door since it is a requirement.
- 7) Commissioner Noll reviewed the status of some legislative bills:
 - a. Expand sales and use tax exemption for property sold between districts
 - b. Increasing bid limits for equipment and construction (bill appears to be DEAD).
 - c. Extend sunset date for all risk mobilization to July 2021
 - d. Bill for inspection and copying of public records. This bill would allow smaller fire departments more time evaluate and copy records than current state statute.
- 8) Commissioner Malone and Zuluaga shared a copy of the WFCAL Legislative Report and
- 9) Commissioner Malone spoke about the BPIC gate being fixed soon.
- 10) Commissioner Malone asked if the fire district will be able to deliver the Easter Bunny to BPIC.

Public Information Report-Presented by PIO Leah Hensley

Social Media:

Facebook. 1,160 likes and 1,192 following.

Facebook posts since last Fire Commissioner's Meeting

3/12/2019; Thank you, Valarie Lyttle for coming out to Browns Point Fire Department and teaching the EMT's and Fighters about Stroke Patients. *40 reactions, 4 comments, 0 shares, 950 people reached.*

3/20/2019; Notice regarding the live-fire training burn that was scheduled for March 20th. On March 29th this post was updated to state that this event was postponed until further notice. *34 reactions, 1 comment, 8 shares, 1,855 people reached. (This information was also posted in the Events section of the Facebook Page for community reference).*

3/21/2019; “Thank you Morgan, Nate and Luis for maintaining our fire extinguishers!” Nancy with Browns Point Historical Society. Pictured: Captain Szarko, FF Cordero and FF Edmundson. 21 reactions, 1 share, 0 comments, 428 people reached.

Twitter. 34 Following. 148 Followers.

3/20/2019; Weblink posted to Twitter to share information regarding the Live-Fire Burn Training. 2 reactions.

Website.

Articles posted under News & Events pages:

3/20/2019; Notice of Live-Fire Burn posted to website.

3/29/2019; Update regarding Live-Fire Burn being postponed was added to the website article.

Past Community Events

3/22/2019-3/24/2019; West Region EMS Conference in Ocean Shores. 2 volunteers and both fire chiefs attended the conference.

3/29/2019: A local Girl Scout troop visited Browns Point Fire Department to tour and learn more about being a firefighter.

3/30/2019; Live-House Burn Training Exercise. Burn was canceled the day before.

4/3/2019-4/4/2019; Assistant Chief Wassall taught two CPR/AED & First Aid courses for Costco employees.

Upcoming Community Events for the Fire Department:

4/11/2019; Assistant Chief Wassall will teach a CPR/AED & First Aid course for Costco employees.

4/12/2019; PIO/EMT Hensley and EMT Jacobson will be teaching a CPR/AED & First Aid course for the Dash Point Park Rangers.

Commissioner Zuluaga would like to see web links to DPSIC and BPIC.

OLD BUSINESS:

- 1) Town Center Development Update: Were unable to attend and deferred to the May Fire Commissioner’s Meeting.

NEW BUSINESS:

- 1) State of the Department presented by Assistant Chief Wassall.
 - a. About Jim Wassall; currently serving as the Assistant Fire Chief. He started with the fire district 10 years ago. He has been mentored by Chief McCollum.
 - b. Within the 10 years he was Lt within 2 years and was a wildland fire firefighter he got to know many other fire captains throughout Pierce County. He is still getting to know the fire chiefs.
 - c. Believes we have done well to serve the community through fire academy, continued training, getting folks into local EMT courses.
 - d. He is tracking the volunteers. Total 51 personnel and would like to have more firefighters on the team. There are currently 32 EMTs within the district.
 - e. Make more training available to volunteers; the district has been able to accommodate the volunteers so they can grow and be successful.
 - f. Assistant Chief Wassall shared information regarding vehicles maintenance, engines are still in service...the ambulance is needing a few minor items fixed.
 - g. Community Events; we enjoy having community members coming to visit the fire department and every opportunity we get to know the community is a good thing. We will continue to do that.

- h. Interest from other volunteer fire departments have waned because of costs. Other departments are charging less and the training tower in North Bend shut down. A challenge for the fire district is to find a place to do live-fire training burns.
- i. Community feedback: folks in the community have shared information
- j. Two years ago during the archiving process helped the district visualize what was necessary for the upcoming audit.
- k. Spoke about the new inventory process that created a computerized record for the suppression supplies and equipment on-hand.

Commissioner Noll states that he appreciates that Assistant Chief Wassall wants to know what changes he needs to do as he transitions to the Chief's role. Assistant Chief Wassall states that he needs to delegate tasks to other staff and volunteers.

Commissioner Zuluaga mentioned that the commissioner board hiring the fire chief. He sees communication as an important aspect of the role of the chief. He would like to know what Wassall's style of communication is. He will use the district emails for fire district related content. We will continue to remind the commissioners to check their fire district emails. He will continue to make necessary phone calls regarding urgent information.

Commissioner Malone asked what Wassall would expect of the Fire Commissioners in how they can improve the district. Wassall stated that he would need to learn about what the Fire Commissioners currently do and how they assist the Fire Chief. He open to sitting down with the board members to learn more about each of them as well.

Commissioner Zuluaga asked if Assistant Fire Chief Wassall would be interested in the transition to Fire Chief.

Fire Chief McCollum added his endorsement of Assistant Chief Wassall and that he worked hard as a firefighter from the first days from fire academy and has continued to grow and learn. Chief McCollum believes that he is the best candidate for the roll of Fire Chief of Pierce County Fire District 13. He believes that we need to raise our own leadership within the fire department.

Motion-A motion was made by Commissioner Zuluaga to approve Assistant Chief Jim Wassall as the Fire Chief of Pierce County Fire District 13. The district Fire Commissioners will review a contract in May and approve his new role contract at the next fire commissioner's meeting.

Seconded: Noll

Passed

- 2) MSO Position and Mission presented by Lieutenant Lanora Rosenberry. Two weeks ago she proposed to take on the role of Medical Services Officer for the next two years with Pierce County Fire District 13. She will be overseeing and ensuring the quality of EMS care. She would like to review all reports so she can review them as part of her role. She will review each report to determine what was done well and talk about how they can improve the care of the patient.
 - a. She hopes to have a consistant report writing training and policy; a committee will be formed to accommodate this.

- b. There will be a focus on EMS drills for EMT onllys during regular drill night so they will get more oppourtunities for leadership on medical calls.

Commissioner Noll asked about the budgeting. This will be something that is examined during the transition.

Commissioner Noll mentioned that he was concerned with MSO Rosenberry receiving the respect from the volunteers within the district. She is working on a committee to get buy-in from the district volunteers and the fire chiefs.

Commissioner Zuluaga thanked Rosenberry for stepping into the MSO role. He complemented her on adding EMS training and focus so those who are EMTs and not firefighters can do more and become leaders. Additionally, he mentioned other resources that would be available to her in her new role.

- 3) Annual Report Review was posted on the website.
- 4) New Inventory System ‘Asset Tiger’ was addressed in the State of the Department shared by Assistant Chief Wassall. The information will be saved in the shared drive and cloud.

Announcements:

The next regular meeting will be Tues., May 14, 2019 at 9:00 AM.

The Planning Meeting will begin at 1:00 PM

Adjournment: Meeting adjourned at 11:39 AM

Approved By:

Chairman Zuluaga

Commissioner Malone

Commissioner Noll

Fire Chief/District Secretary